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SUS

18 June 1971

MEMORANDUM FOR: Director of Training

SUBJECT : Support School Weekly Report

A. MANAGEMENT TRAINING

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1. MEDC

a. Since the last weekly report three additional speakers have accepted invitations to speak in Phase III of the 29th Midcareer Course. [redacted] will speak on "U.S. Foreign Policy Towards the Third World"; [redacted] will discuss "Congressional Dynamics" and [redacted], will cover "The Systems Development Cycle". The Phase III Schedule, covering the period 6 through 23 July, will be distributed within the next few days.

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b. Because of operational requirements and a conflicting schedule, Strategic Air Command requested that we postpone our visit to SAC Headquarters until the next running of the course. SAC also substituted the 351st Strategic Missile Wing at Whiteman AFB, Missouri, for the scheduled visit to the SAC Base at Malmstrom AFB, Montana. As the last stop of our Field Trip (18 through 22 July) we are now making final arrangements to visit CINCLANT Headquarters at Norfolk, Virginia. Thus, the 29th MEDC Field Trip will now be as follows: Whiteman AFB, Missouri; NORAD Headquarters, Colorado Springs, Colorado; and CINCLANT, Norfolk, Virginia.

2. Supervision

Thirty-three students from 15 different offices have been enrolled in the Supervision course to be run 28 June - 2 July at the [redacted]. The average age, 32.6 years, is slightly lower than usual. Grades range from GS-06 to GS-13. The earliest EOD date is March, 1948, and the most recent is August, 1970.

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3. Advanced Management (Planning)

Further clarifications of course nominations among ISS, customers, and Support School have resulted in a "final" count of 24 students for the AM(P) course to be run 20 - 25 June [redacted]

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[redacted]

4. Performance Appraisal Workshop

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On 17 June, [redacted] from the Office of Logistics met with [redacted] to discuss various matters relating to the preparation of a case history to be used in the forthcoming joint OL-OTR Performance Appraisal Workshop.

5. Management Course

Thirty-seven students attended the Management Course from 7 - 11 June. Critiques, which were quite favorable, showed about 30% of the class rating the course "fully applicable" to their jobs.

6. Management Science

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a. [redacted]

We are in the process of finishing the final version of the OTR exercise. Assorted delays have forced postponement of the first round until a few weeks hence.

b. Computer Terminal

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Chief, Support School, discussion with Mr. [redacted] on 16 June surfaced some detailed guidance as to what kinds of information should be in our memorandum to Mr. [redacted] requesting approval to rent a terminal for six months. This appears to be a remarkably rocky road we are traveling, and we may find that either we will have to continue to do [redacted] calculations by hand for some time to come or we will have to look into another kind of equipment -- the Wang Calculator, for instance.

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7. Miscellaneous

Chief, Support School, discussed with Mr. Robert Wattles on 16 June the possibility of our using parts of the "Agency/Employee Communications" papers produced recently for the Executive Director-Comptroller. Mr. Wattles evinced considerable interest in our ideas and asked that we clear through him any use which involves direct attribution of statements to the sources thereof. As our present thinking projects no use until next fall, we have ample time to secure whatever approvals may be necessary.

B. ADMINISTRATIVE TRAINING

1. Administrative Procedures

On Tuesday, 15 June, Miss [] EUR Division, a student in Administrative Procedures, was withdrawn from the course after Mrs. [] discussed with the EUR Training Office the fact that Miss [] had already had Records I and II plus the fact that two separate appointments -- a medical on Tuesday afternoon and a Psychiatric on Thursday afternoon -- in preparation for her imminent departure for overseas would cause her to be absent from the course to an extent which would make it inappropriate to give her credit for attending.

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Chief, Support School, TR

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